STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
JUNE 28, 2000

ATTENDEES:	Bill Perkins, Chair	Steve Adams	Dennis Bax
	Rich Beckwith	Mike Benzen	Karen Boeger
	Pat Brooks	Carolyn Cook	Lew Davison
	Kay Dinolfo	Jeff Falter	Cliff Gronauer
	Jill Hansen	Russell Helm	Max Joyce
	Gary Lyndaker	Carl L. Medley, II	John C. Mullen
	Rex Peterson	Richard Pierce	Jim Poole
	Cindy Renick	Tom Robbins	Betty Rottmann
	Jim Schutt	Larry Seneker	Don Slinkard
	Tom Stokes	Eric Van Alstine	Debbie Wells
	Tony Wening		

Bill Perkins opened the meeting at 8:30 a.m.

ACTION ITEMS

1.   Approval of the May 31, 2000, Information Technology Advisory Board Meeting Minutes

        Bill asked if there were any changes to the minutes of the last meeting; there were none. The minutes were
        approved as written.

GENERAL BUSINESS

1.   CIO Update

        Mike Benzen stated he had received the E-Government study information yesterday. The information
        submitted was to include projected budget costs for the projects. On many of the projects, the cost figures
        were left as zero to avoid committing to a specific dollar amount. This makes the evaluation of the
        information very difficult. Jill Hansen will be bringing printouts with the needed information indicated for
        the agencies to complete and return. Mike will be contacting the Budget Office to request their assistance
        in getting the requested information from the agencies.

2.   Performance Measures Update

        Debbie Wells reported that the committee had plans to bring in a presentation by Excellence in Missouri
        Foundation in September and META to do a workshop in October. Bill Perkins stated the goal was to
        bring a recommendation back to the ITAB in January. More information will follow once the dates are
        finalized.

3.   Project Management Update

        Tom stated that at the last meeting ITAB adopted the Project Management policies, guidelines and best
        practices. The same policies were presented to the Office of Budget and Planning, who agreed to introduce
        these policies into the business community. The sixth session of Project Management is going on now.
        The current contract will expire in February and the process to rebid the contract has begun. The pre-
        proposal conference is scheduled for July 7th.

4.   SAM II Update

Jim Schutt stated that the team is currently working on system tests. The training program is almost ready. At the last meeting, he had stated that the Level II Help Desk would be discontinued. Due to feedback received from customers, the Level II Help Desk will be continued for another month. He thanked this group for their assistance. The implementation schedules are still intact. Bill Perkins stated that Revenue had completed a risk plan during a meeting with Betty Rottmann and her team.

5.   Data Warehousing/Reports Committee Update

Betty Rottmann reported that training is set for the end of July/first of August for the SAM II/Data Warehouse Power Users. Anyone who has not submitted a list of training participants should do so. She noted that the labs are open on Fridays for anyone who wants to view the new systems. Agencies may register for the lab on the SAM II website. Registration is recommended but not required unless for large groups. Betty asked that the agencies ensure that those attending the Power User training are prepared and are aware of needed reports.

        ACTION REQUIRED: Agencies to submit list of Power User training participants to Betty
        Rottmann ASAP.

6.   Architectural Standards Update

Larry Seneker stated that this committee is reconciling with IBM on E-Government. They will be giving a presentation at the next ITAB Meeting. They plan to recommend that more groups, similar to the Security Committee be formed.

7.   Prime Vendor Update

Carl Medley had no new items to report on this item. Chris Wilkerson inquired on the status of resolving the outstanding payments on the Prime Vendor Contract. Carl noted that it appears the problem resides on the Prime Vendor side. The agencies have been unable to receive corrected invoices to pay. This is a major concern due to the approaching end of the fiscal year. Mike Benzen will contact GE Capital to get the invoices generated.

        ACTION REQUIRED: Mike Benzen will contact GE Capital to resolve the invoicing issues.

8.   Computer Leasing Contract Update

Carl Medley distributed a handout on an interim process for computer leasing. The current contract expires in September but can be extended if needed. They are looking at WISKA as an alternative for state agencies. WISKA has 5 different vendors to choose from and is used by other states. The contracts are direct with the vendor. The service received will be dependant on the manufacturer. The model appears to be ordering direct. Carl hopes to have a choice for agencies between either the WISKA type or one similar to Prime Vendor. This item will be taken off the agenda for future meetings.

9.   Internet/MOREnet Update

Tony Wening did not have any updates for this meeting.

10.   Internet Support and Service Update

There was no update on this item.

11.   Statewide Purchasing Update

Larry Seneker stated the CoolGen Consulting contract is on the street now, with a closing date of July 25th. He thanked Karen for the PAQ session she gave recently.

12.   Personnel Committee Update

There was no update on this item.

13.   E-Government Update

Jill Hansen stated the survey results had been received from the agencies. The group has determined that it would be more appropriate for the agencies to prioritize the list of projects. She distributed a packet containing all of the agencies project information and asked each agency to pull their department's data sheet. This information will also be emailed to the ITAB members in an Excel spreadsheet for completion. For agencies that provided all previously requested information, they will just need to prioritize the projects and return. The agencies that did not provide all the necessary information should submit it at this time, in addition to prioritizing the projects. This prioritization is only for web candidates. Jill will also provide a URL to refer back to a report containing the submitted information.

> ACTION REQUIRED: Agencies to complete the necessary information relating to E-Government Survey and return.

14.   MOTEC Update

Jill Hansen requested feedback from the group on whether MOUS (Microsoft Office User Specialist) certification was needed for MOTEC. The total cost for this would be approximately $500, which would include the purchase of four tests. This option was not used last year. The committee agreed to determine if there are other facilities in the state that are MOUS certified and report back at the next meeting.

> ACTION REQUIRED: MOTEC Committee to determine if other facilities in the area are MOUS certified and report back at the next meeting.

Joyce Backes' term as the MOTEC Steering Committee Chair ends this year. As Jill will then become the chair, a new Vice-Chair will be needed. Any ITAB member who would be interested in serving should let Jill know.

> ACTION REQUIRED: Any ITAB member interested in becoming the Vice-Chair of the MOTEC Steering Committee should contact Jill Hansen.

15.   Security Committee Update

Rex Peterson stated the Security Committee has been reviewing possible virus detection notification processes. Phone contacts to each agency would be very time consuming. It was suggested that a specified

contact in each agency be paged when a virus is detected. The committee was unsure how to determine the necessity for issuing an alert. Larry Seneker is working with Rose Scheperle to develop a procedure for notification. One possible method would be pagers that would display a number to call for the virus information. They are still working on this issue. Those present agreed with the idea of having a pager for a specific person in their agency. Once the procedure is developed they will contact the agencies to obtain appropriate contacts and pager numbers. Jim Poole noted that agencies need to ensure that each of our agencies have virus protection software installed. Many of the recent virus problems have come from other state agencies. Also, we need direction on what actions should follow once the notification is received. Larry stated this was another issue being dealt with by the committee. Rex also stated that the committee had met and determined the standards for writing security policies.

REPORT OF PLANNED/ACTIVE BIDS

There were no planned/active bids to report.

REVIEW OF ACTION ITEMS

1. Agencies to submit list of Power User training participants to Betty Rottmann ASAP.
2. Mike Benzen will contact GE Capital to resolve the invoicing issues.
3. Agencies to complete the necessary information relating to E-Government Survey and return.
4. MOTEC Committee to determine if other facilities in the area are MOUS certified and report back at the next meeting.
5. Any ITAB member interested in becoming the Vice-Chair of the MOTEC Steering Committee should contact Jill Hansen.

OPEN DISCUSSION

1. Bill Perkins noted that the Offsite ITAB Meeting discussed at the last meeting has been scheduled for October 4th at the Rickman Center. The normal ITAB Meeting will be held in the morning with the remainder of the day devoted to other items of business. Some topics of discussion will include development of a document containing IT standards, review of ITAB committees and a briefing of the State Data Center changes. If anyone has an item they would like to have included in this meeting, let Bill know. The dress for the meeting will be casual.
2. Bill also noted that Anexsys will be presenting at tomorrow's Thursdays @ 10. On July 27th, AMS will be presenting on E-Government.
3. Anyone interested in serving on the Project Management Committee should let Bill know.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, July 26, 2000**, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.

/cc